

MILLAND VALLEY NURSERY SCHOOL

www.mvns.co.uk

Memorial Hall, Iping Road, MILLAND, Nr. Liphook, Hants. GU30 7NA
Tel. 07876 260780(session times only)Email: mvns1@hotmail.com

Milland Valley Nursery School is a setting where all children are welcome, and we are delighted that you have chosen to send your child here.

To make your child's start to the Nursery as smooth as possible, we enclose some sheets for you with the following information

By sending your child to us you have agreed to our policy conditions contained in this document and we would ask you please to read through carefully. A full list of our policies is available at the setting or on our website:

- General information
- Structure of the sessions
- Activities for the children
- Settling In Policy
- Collecting your child from the Nursery
- Uncollected child procedure
- Fees Policy
- Complaints procedure
- The Early Years Foundation Stage

In addition, there are a number of forms for you to complete which we would be grateful if you would bring with you when your child starts. These can be given to a member of staff. They include:

- Parent contact list
- Permission for outings
- Permission to use outside play area
- Designated Adult
- Dietary information
- Image Consent
- Two Year Old Integrated Progress Check
- Immunisation record
- Medicine Administration
- Family Registration Form & FAQ's(Western Sussex NHS Foundation Trust)



GENERAL INFORMATION

TELEPHONE 07876 260780/WEB SITE: www.mvns.co.uk/EMAIL: mvns1@hotmail.com

Telephone operates session times only:

STAFF

Sarah Marston	Co-Owner/Supervisor	EYT/BA Hons
Gillian Hall	Co-Owner/Supervisor	NVQ4
Chris Wild	Deputy/NNEB	
Liz Theobald	Assistant/NVQ3	
Charlene Smail	Level 3 qualification	
Catherine Beaumont	Assistant	EYT/BA Hons
Joanna Mealey	Assistant/NVQ3	
Jessica Pocock	Working towards Level 3	
Beata Buller	Assistant	

SESSION TIMES

Monday	9-12 (1pm),12-3pm
Tuesday	9-12 (1pm),12-3pm
Wednesday	9-12 (1pm) 12-3pm
Thursday	9-12 (1pm),12-3pm

HOME VISITS

If you feel a home visit by the manager/supervisor would be beneficial prior to your child starting nursery, please speak to Sarah or Gill to arrange.

ARRIVAL

Nursery starts at 9am. If you arrive a few minutes early you may bring your child in and supervise them in the reading corner. This enables the staff to set up properly and is important as the Nursery insurance does not start until 9am in the event of an accident.

NAME BOARD

Your child will have a name/photo tag, which they can put on the name board each morning with you. This helps your child to recognise their name.

LIBRARY BOOKS

Your child will be able to borrow a book each week from the Nursery. This is self selection from the available books and should be returned each week.

Purpose and Aims of The Early Years Foundation Stage

- 1.1 Every child deserves the best possible start in life and support to fulfil their potential. A child's experience in the early years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. When parents choose to use early years services they want to know that provision will keep their children safe and help them to thrive. The Early Years Foundation Stage (EYFS) is the framework that provides that assurance.
- 1.2 The overarching aim of the EYFS is to help young children achieve the five *Every Child Matters* outcomes of staying safe, being healthy, enjoying and achieving, making a positive contribution, and achieving economic well-being by:
- **Setting the standards** for the learning, development and care young children should experience when they are attending a setting outside their family home, ensuring that every child makes progress and that no child gets left behind
 - **Providing for equality of opportunity** and anti-discriminatory practice and ensuring that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability.
 - **Creating the framework for partnership working** between parents and professionals, and between all the settings that the child attends.
 - **Improving quality and consistency** in the early years sector through a universal set of standards which apply to all settings, ending the distinction between care and learning in the existing frameworks, and providing the basis for the inspection and regulation regime.
 - **Laying a secure foundation for future learning** through learning and development that is planned around the individual needs and interests of the child, and informed by the use of ongoing assessment.

YOUR CHILD'S PROGRESS

Your child's progress will be monitored immediately they start nursery school. Progress in all aspects of nursery life will be reported to parents by the child's keyworker on an appointment basis. Your child's "Learning Journal" is available to you on line – and we would ask you please to look at it on a regular basis and also adding to the journal regarding "home life" and relevant information noting your child's progress. Towards the end of their first half term a "settling in" will be completed by the keyworker and an appointment arranged. Thereafter, at regular intervals, progress review meetings will be made. However, should you wish to discuss your child's progress at any time, please do not hesitate to contact the keyworker.

There will also be progress check carried out when your child reaches 27months and no later than 31months. This will be held at the Nursery and arranged by your keyperson.

TRAYS

Your child will have a blue tray with their name on it. All the pictures and work to come home will be put in this at the end of each session with any letters for you. Please take the tray and its contents home and return it at the next session. It would be helpful to provide a photo of your child to stick on their tray as this will enable your child to locate their tray independently.

CLOTHING

Please dress your child appropriately. In order to facilitate their independence please choose clothes that are easy for them to manage in the toilet. No dungarees, belts, body vests with poppers, or other awkward accessories please. The staff would be grateful for your co-operation. If your child gets wet/dirty clothes, the Nursery have a bag of spare clothes that they will use, or you can bring a bag of spare clothes of your own to hang on the peg above your child's coat peg. Also could you please bring a pair of Wellington boots with your child each day during the Autumn and Winter for outdoor play. These can be put in the cloakroom on your child's coat peg. It is essential that you mark your child's coat and boots with their name. Children attending a Tuesday afternoon/Wednesday morning session will require boots and coats every session for the outside wooded area.

Please note: boots bags, etc., must not have a drawstring. Small handles/loops to hang onto the peg please. **NO PLASTIC BAGS TO BE USED AT NURSERY.**

WATER BOTTLES

Please provide your child with a clearly named water bottle. These will be available to the children for the entire session.

PLEASE REMEMBER TO INFORM THE NURSERY OF ANY SPECIAL DIETARY REQUIREMENTS/ALLERGIES YOUR CHILD MAY HAVE.

NUT ALLERGY

Due to the increase in incidence of nut allergies, and the severity of the condition, we would ask you to ensure **NO** products that have a nut content are contained in your child's lunchbox. Any items containing nuts will be removed from the lunch box and returned at the end of the session.

PAYMENT

For those who are not yet eligible for funding, you will be invoiced at the start of each half term. Bank details are on the invoices if you would like to make payment direct. Please use your child's name as reference. We are also registered with many company voucher schemes. Prompt payment please.

Government funding covers 38 weeks per year, 15 hours per week universal (all children are entitled to this funding the term following their third birthday) An additional 15 hours extended is available to working parents. Both parents must be working the equivalent money value of 16 hours per week at the minimum wage - £131.36p. This extended funding is also available to single parent families and self employed. Please visit the HMRC website for more detailed information.

CHANGING SESSIONS

When your child sessions have been booked and confirmed please be aware you WILL be invoiced for those sessions. We will do our best to accommodate any changes you need, but sometimes this will not be possible. Should you decide to cancel a session a full terms notice is required. All sessions are payable if insufficient notice is given.

FIRE DRILL

In the event of a fire, children will be evacuated immediately, counted and taken to a safe place of assembly from where they may be collected. The designated place of assembly is: The wooden play area next to the tennis courts/Rising Sun Public House dependent on circumstances and weather.

JOBS/HOBBIES

If you have an interesting job or hobby, the children would love to hear about it! If you are happy to give the children a short talk, or perhaps you would like to read a story to the children, please let a member of staff know. This greatly adds to the children's experience and education.

CONTAGIOUS CONDITIONS

Should your child become unwell whilst at Nursery, we will of course contact you immediately. A member of staff will stay with your child and make them comfortable in the book corner until you arrive. Please also let us know if your child has been unwell at home. Should your child suffer a bout of diarrhoea/sickness please do not send your child to nursery for 48 hours after the illness. If you find your child has head lice please could you ensure the appropriate treatment has been followed before allowing your child to attend Nursery.

STRUCTURE OF EACH SESSION

Staff set out hall for morning's activities.

Children arrive. Parents sign their child in.

A staff member greets children and parents/carers. Parents leave when ready.

Children organise their coats and names then choose free play from activities on tables or a craft activity. Staff are sitting at tables to help pupils with activities or monitoring large play equipment.

Staff initiates small group discussion. Topics covered are weather, the months children's interests, alphabet recognition, number work and songs.

The children are offered a choice of milk or water with a fruit/vegetable snack.

Children help to tidy up small equipment. During the morning children have access to outdoor area to continue their experiences and play. This is always fully supervised.

The session ends. Children are allowed out only when the parent/carer is identified. Please remember to let staff know if someone other than yourself will be collecting your child. Please do not let children run around in the hall or the car park as accidents are likely to occur. Staff are available for informal consultation.

Parent/carer to sign out.

THE CHILDREN'S ACTIVITIES

During the morning the children are occupied with a wide range of activities relevant to their interests and choice. Every morning there are table top activities/work stations, craft table large construction or floor activity, two year old area, home corner, book corner and large physical equipment.

Construction equipment includes duplo, large wooden blocks, wooden bricks, sticklebrix, magnetix, big builder.

Mathematical equipment includes the use of two ipads, puzzles, mosaics, wooden trackers, threading, grading pegs, rulers, measuring rods and number games, magnetic shapes, weighing and sorting.

IT equipment: Small group work using CD player, two ipads, lightbox, being involved in taking photos, BeeBot, remote control vehicles. etc.

Language and literacy, tracing, pens and paper, stencils, chalks book corner and letter games.

Creative equipment includes craft resources, all painting and drawing equipment, home corner, farm, zoo, dough, modelling and gluing, small world play.

Large physical equipment includes outside climbing frame, parachute, tunnel, see-saw, roundabout, balance bikes, trikes, scooters, cars hoops, big and small balls.etc

Floor equipment includes puzzles, garage and cars, large wooden vehicles, large books, large wooden blocks.

Home corner includes dolls and beds, dressing up clothes, food, cooker, shop, till, phones and keyboards.

Outdoor play area..

Each day is carefully organised to provide a well balanced and fulfilling fun session to meet curriculum standards.

FIRE PROCEDURE

1. In the event of a fire any supervising adult (staff or helper) will blow on a whistle (kept in first aid box), pick up the register, visitors book and first aid box and go to the nearest safe exit.

2. Staff and helpers will check designated areas:

The areas to be checked are: store room, cloakroom, toilets, committee room, kitchen.

3. Children, staff and visitors to be head counted out of exit by whistle blower.

4. The register will be called when safely away from the hall.

5. Meeting points are:
The wooden play area on the recreation ground next to the tennis courts
The Rising Sun Public House, Milland Tel No.: 01428 741347
(the designated meeting point will depend on the severity of the fire and weather conditions)

SETTLING IN POLICY

The aim of our Nursery is to ensure each child feels safe and secure, enabling them to 'settle in' to this new environment in a relatively short time. We appreciate that parents are the most important people in a young child's life, and by working together with you we feel that starting Nursery should be a happy experience.

The staff will ensure that:

□ Parents/carers know about the two free sessions the term before their child starts Nursery. The Parent/carer should stay for the whole session, enabling them to observe routines and layout.

□ There is a section in your child's on line Tapestry Journal which should be completed by parent/carer, giving details of brothers/sisters, pets, favourite toys, etc., enabling staff to encourage the child to talk about things familiar and comforting to them.

□ All parents/carers have access to our Welcome pack detailing the times and routines of each session and general information and conditions about the Nursery.

□ It is hoped that most parents, at this stage, will feel comfortable and reassured enough to say a positive 'goodbye' to their child. However, the Nursery do understand that each situation can require different approaches, and all parents/carers must be reassured that we are always happy to listen to any concerns they may have, or problems they would like to share regarding their child to assist in their start at Nursery. All discussions are in the strictest of confidence, and covered by our Confidentiality Policy.

□ If the parent/carer would like, we can arrange for your child's key worker to phone at a set time to advise on how their child is settling in during their first few sessions at Nursery.

TAKING PHOTOGRAPHS

- We understand parents like to take photographs of their children during special events/activities at nursery, such as our Christmas Show, a visit from Father Christmas etc. However, with technology today we have to take care safeguarding children's wellbeing and personal details.

- We must stress therefore that any photograph taken at nursery, or during a nursery activity showing children, other than your own, must **never** have the names of these children shown or tagged on the internet, ie., Facebook, MSN, etc. To assist us in ensuring information/tagging of other children does not take place, we would ask you please to let us know immediately if you are aware of such photos.

FEES POLICY

All fees become payable at the start of each half term. An invoice for your child will be submitted to you at the start of each half term, detailing number of sessions you have requested, and any additional requirements. The nursery is registered with a number of "Voucher Schemes". If you would like to make payment through this method, please speak to a member of staff.

Government funding currently provides for 15 universal hours per week, for a period of 38 weeks per year. This is available to all children following their third birthday. A further 15 extended hours per week is also available to working parents. Both parents need to be in work and earning the equivalent of 16 hours per week at the minimum wage (£131.36p) and less than £100,000 each per annum. This is also available to single parents and self employed. For further information please visit the HMRC website.

The Nursery provides each session for a minimum of 3 hours.
No refunds can be given for absences due to illness or holidays booked during term time.

Cancellation: If you decide to remove your child from the nursery, a full Nursery half term's notice is required. A charge of £50 will be made if you fail to give us adequate notice.

All sessions booked and confirmed will be invoiced and charged to you. If you need or wish to change your session times we will do our best to accommodate the changes, however, this may not always be possible. If you cancel a session a full Nursery half terms notice is required. You will be charged for the cancelled sessions if inadequate notice is given.

Any queries regarding the above, please speak to either Sarah or Gill.

COMPLAINTS PROCEDURE

Our nursery believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our nursery and will give prompt and serious attention to any concerns about the running of the nursery. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

We aim to bring all concerns about the running of the nursery to a satisfactory conclusion for all of the parents involved.

To achieve this, we operate the following complaints procedure:

Stage 1: any parent who is uneasy about an aspect of the nursery school's provision talks over, first of all, his/her worries and anxieties with the nursery supervisor.

Stage 2: if this does not have a satisfactory outcome, or the problem recurs, the parent moves to stage 2 of the procedure by putting the concerns or complaint in writing to the supervisor and the owner of the nursery.

Most complaints should be able to be resolved informally at *Stage 1 or at Stage 2*

Stage 3 the parent requests a meeting with the nursery leader and the owner. Both the parent and the leader should have a friend or partner present if required. An agreed written record of the discussion is made. All of the parties present at the meeting sign the record and receive a copy of it. The signed record signifies that the procedure has concluded.

Stage 4 if at the stage 3 meeting the parent and nursery cannot reach agreement, an external mediator is invited to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved.

The mediator keeps all discussions confidential. S/he can hold separate meetings with the nursery personnel, and the parent, if this is decided to be helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice s/he gives.

Stage 5 When the mediator has concluded her/his investigations, a final meeting between the parent, the pre-school supervisor and owner is held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. The mediator is present at the meeting if all parties think this will help a decision to be reached.

A record of this meeting, including the decision on the action to be taken, is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.

The role of the Office for Standards in Education, Early Years Directorate (Ofsted) and the Local Safeguarding Children Board:

Parents may approach Ofsted directly at any stage of this complaints procedure. In addition, where there seems to be a possible breach of our registration requirements, it is essential to involve Ofsted as the registering and inspection body with a duty to ensure the National Standards for Day Care are adhered to.

Ofsted, 3rd Floor, Royal Exchange Building, St Anne Square, Manchester M2 7LA

The local Ofsted Number for this region is 020 7421 6800

The local telephone number for the Police is Hampshire 0845 045 4545

Surrey 0845 125 2222

Sussex 0845 607 0999

The local telephone number for Child Information Service 01243 777807

If a child appears to be at risk, our nursery follows the procedures of the Local Safeguarding Children Board.

In these cases, both the parent and the nursery are informed and the nursery supervisor works with Ofsted or the Local Safeguarding Children Board to ensure a proper investigation of the complaint followed by appropriate action.

A record of complaints against our nursery and/or child and/or adults working in our playgroup is kept, including the date, the circumstances of the complaint and how the complaint was managed.

Complaints involving the National Standards are to be completed on the complaint forms kept in the complaints folder, located on the signing in table.

COLLECTING YOUR CHILD FROM NURSERY SCHOOL

Your child's safety whilst in our care is of the utmost importance to us, and we feel it in their best interest to ask you to follow the guidelines set out below when arrangements for collecting your child need to be changed.

- Please inform the staff at the start of the session if your child is to go home with another parent from the preschool. You will be asked to sign this instruction on the form at the back of the signing in sheet.
- If your child is to be collected by another parent on a regular basis, you may write with the instructions. The letter will be placed in your child's file.
- If you have made arrangements for your child to be collected by ANYONE else, then please inform the staff, and you will be issued with a security number, which must be passed to the person collecting your child. They will be asked the number before your child is handed over. This also applies if you need to phone during the session to change the arrangements for collecting your child.

□ We are sure you will agree that these measures enhance, what is already a safe and secure environment for your child, and your full co-operation would be very much appreciated.

Session Times

□ Morning Session: 9am – 12pm/1pm. Afternoon: 12pm – 3pm

It is important for your child, as well as the nursery school, that you arrive on or before the collection time. Due to registration and insurance restrictions it is very important that we keep an accurate record of children on the premises, and children should leave at the end of their session promptly. This is of particular importance when we are running an afternoon session and the staff/child ratio is maintained. However, we do understand that sometimes it is unavoidable that you are going to be late collecting. In these circumstances, please telephone the nursery as soon as possible to advise us of the situation. This enables us to arrange staffing, and to reassure the child all is well.

PROCEDURE FOR UNCOLLECTED CHILDREN

Our Nursery has the highest regard for the safety of the children in our care – from the moment they arrive to the moment they leave.

At the end of every session, the nursery will ensure that all children are collected by a parent, carer or designated adult, in accordance with our procedures for the collection of children. If for some reason a child is not collected at the end of a session, the following actions will be implemented.

- If a parent, carer or designated adult is late collecting and has not notified the nursery of any delay the Supervisor will call the contact numbers given on the register, in order to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply.
- Whilst waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a period of 20 minutes has elapsed, the Supervisor will call the police service for advice.
- In the event of the police being called and responsibility for the child being passed to a child protection agency, the Supervisor will attempt to leave a further telephone message with the parent/carers or designated adults' answerphone. Furthermore, a note will be left on the door of the nursery's premises informing the parent, carer or designated adult of what has happened.
- The child will remain in the care of the nursery until they are collected by the parent, carer or designated adult, or alternatively placed in the care of the police service, at all times.
- Incidents of late collection will be recorded by the Supervisor and discussed with the parent/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine to cover additional costs incurred by late collection.

Two Year Old Progress Check Policy

When your child is 27 months old, Milland Valley Nursery School may be required by to share information regarding their development and progress.

This information will be used to complete their Two Year Old Progress Check.

I am happy for my child's development and progress to be shared, as required.

.....(Parent/Carer's Signature)

.....(please print name)

MEDICINE POLICY

If your child's temperature should reach/exceed 38.5, and we are able to contact you, we can administer Calpol in your absence if you are unable to get to the nursery immediately.

Please return the slip below, indicating your consent/non consent to the above.

(please tear this section off and return to Nursery when signed)

I do give/do not give Milland Valley Nursery School permission to administer Calpol to my child (name).....in my absence, if his/her temperature reaches/exceeds 38.5. This will only be carried out once contact has been made.

Signed:.....Parent/Guardian

Printed Name:.....

Date:.....

PERMISSION FOR OUTINGS

Sometimes the Nursery plans outings for the children away from the hall. These could be short walks around the area, trips to the Post Office, strawberry picking etc. If transport is required we usually ask parents to volunteer. Before each event you will be given more details, but it would be helpful to have your written consent to these outings at this point. If you do not want your child to go on an outing for any reason you can of course let staff know at the time.

(Please tear this section off and return to Nursery when signed.)

PERMISSION FOR OUTINGS

**I do/do not give permission for my childto attend outings
organised by theNursery School.**

Signedparent/guardian
Printed name.....

PARENT CONTACT LIST

Each term a parent contact list is placed on the notice board. This lists the parent's name, child's name, telephone number and email. This has proved to be useful in arranging social events for your child. If you would rather that your name was not included on this list please indicate below.

When we send out emails to parents your email address is displayed – once again this has proved useful for parents to make contact with each other. If you would prefer not to have your email address displayed, please let us know.

(Please tear this section off and return to Nursery when signed.)

PARENT CONTACT LIST

I am happy/am not happy for my name, child's name and telephone number, to be included on the parent contact list, and for my email address to be displayed on mailings sent out by the nursery to parents.

Signed

Printed name.....

PERMISSION FOR OUTSIDE PLAY

We have four areas of play for the Nursery School children where they are fully supervised at all times:

1. Hard surface, immediately at the back of the nursery, fully supervised at all times
2. Fenced wooded areas at the rear of the nursery.
3. Patio and enclosed play area to the front of the nursery. .
4. In addition to the above, we would like your permission to take the children for walks and play on the large field.

The areas 1,3 & 4 are classified as unsecured play, as we have no permanent fencing. However, we would like to reassure you that your child will be fully supervised at all times whilst out of the hall.

I/We give our permission for to play outside, fully supervised, in the unenclosed areas.

Sign Date
 Printed name

SM/GH

Image Consent Form

We may take photographs for a number of reasons whilst your child is with us:

- to document what they enjoy doing;
- to record their learning and development progress;
- to include in newsletters, learning journals and displays;
- to record special events and achievements;
- occasionally, we may invite the media to take photographs or film footage for publicity purposes and to record any special events;
- images may also be used in our publicity, in our prospectus or on the website.
- when the children are due to leave us and go on to school we present them with a group photograph.
- At events such as our Sports Day, Christmas Production and Leavers Party, etc., parents may also take photos.

A learning journal will be used to reflect your child's time at Nursery. It will include photographs of your child at play with other children, for example in a group of children wearing costumes pretending to be *Goldilocks and the Three Bears* in the home corner.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

	Yes	No
I consent to photographs of my child being taken by authorised personnel representing the Nursery.	<input type="checkbox"/>	<input type="checkbox"/>
I consent to photographs of my child being taken by parents at events held by the Nursery	<input type="checkbox"/>	<input type="checkbox"/>
I consent to photographs containing my child's image being included in other children's learning journals	<input type="checkbox"/>	<input type="checkbox"/>
I consent to treat photographs containing images of other children as for my own personal use only	<input type="checkbox"/>	<input type="checkbox"/>

(tick as appropriate)

(This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or carers of those children who may be included. For example, any such photographs **cannot** be posted on a social networking site or displayed in a public place.)

Signed by parent/carer

Name of Child:	Date:
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Please note that you can withdraw your consent, in writing, or request to see photos taken at any time. This form is valid for the duration of your child's time at Nursery. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

DIETARY REQUIREMENTS

Does your child have any special dietary requirements?

Yes/No

If yes please detail below:

.....
.....
.....

Name of child:

Sign Date

Printed name

SM/GH

DESIGNATED ADULT AUTHORITY

(the name provided should not be your own or your partner's. We require an alternative adult contact name and number should the need arise. We will always try the first and second emergency number you have put on the registration form before making contact with the "Designated Adult")

NAME OF CHILD:

DATE:

I would like you to make contact with.....

Telephone number.....

Before you contact social services if I am late collecting my child.

Please accept this as my authority for the above named designated adult to collect my child on my behalf should I be delayed, and you are unable to contact me and/or my partner.

Signed.....parent/guardian

Date.....

IMMUNISATION RECORDName of Child:.....Injection

2 months old	DTaP/IPV/Hib/Hep B (Diphtheria, tetanus, pertussis (whooping cough) Polio, Haemophilus influenza type B, Hepatitis B PCV (Pneumococcal Vaccine) MEN B (Meningitis B) ROTA (Rotavirus infections)	Yes/No Yes/No Yes/No Yes/No
3 months old	DTaP/IPV/Hib/Hep B ROTA	Yes/No Yes/No
4 months old	DTaP/IPV/Hib/Hep B PCV MEN B	Yes/No Yes/No Yes/No
Around 12 months old	Hib/MEN C PCV MEN B MMR(1 st dose) (Measles, mumps and Rubella)	Yes/No Yes/No Yes/No Yes/No

My child has received the vaccinations aboveParent's signature

Date.....

3 years and 4 months to 5 years old	Diphtheria, tetanus, pertussis (whooping cough) and polio (dTaP/IPV or DTaP/IPV) Measles, mumps and rubella (MMR)	Yes/No Yes/No
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Sussex Community



NHS Trust

Family Information

First Name- Surname (Adult 1) Principle contact e.g mother / father / foster / carer		First Name - Surname (Adult 2) Other adult living in the household contributing towards the family	
Gender M/F Delete		Gender M/F Delete	
Household Address:		Mobile Phone	
Postcode:		Email	
Landline Phone:		Relationship to adult 1 & parent status? Tick those that apply	
Mobile Phone:		<i>Partner & parent of all children in household</i>	
Email:		<i>Partner & parent of some children in household</i>	
Lone parent		<i>Partner but parent only to children who live elsewhere</i>	
Yes/ No		<i>Partner but not parent to any children anywhere</i>	
Date of birth		<i>Other/ friend/relative/foster carer</i>	
If pregnant, due date		Date of birth	
Ethnic origin insert code		If pregnant, due date	
First language spoken		Ethnic origin insert code	
English understood		First language spoken	
Yes/No/Some		English understood	
In paid employment		Yes/No/Some	
Yes/No		In paid employment	
Receiving benefits		Yes/No	
Yes/No		Receiving benefits	
Smoker		Yes/No	
Yes/No		Smoker	
Special need/disability/ health need		Yes/No	
Yes/No		Special need/disability/ health need	
GP Name		Yes/No	
GP Surgery		GP Name	
Health Visitor		GP Surgery	
HV Team		Health Visitor	
HV Telephone		HV team	
Dentist		HV Telephone	
Household change of address:		Dentist	
Postcode:		Household change of address:	
Telephone:		Postcode:	
Please complete children's details on page 2			

First Name – Surname (Child 1)		First Name – Surname (Child 2)	
Gender M/F <small>Delete</small>		Gender M/F <small>Delete</small>	
Child of: Adult1 <input type="checkbox"/>	Adult 2 <input type="checkbox"/>	Child of: Adult1 <input type="checkbox"/>	Adult 2 <input type="checkbox"/>
Name and address of other parent if not adult 1 or 2		Name and address of other parent if not adult 1 or 2	
Date of Birth		Date of Birth	
Birth Weight		Birth Weight	
Breastfed at Birth	Yes / No	Breastfed at Birth	Yes / No
Breastfed at 6 weeks	Yes / No	Breastfed at 6 weeks	Yes / No
Ethnic origin <small>insert code</small>		Ethnic origin <small>insert code</small>	
First language spoken		First language spoken	
Special need/disability/health need		Special need/disability/health need	
Name of School/ Nursery/ Childminder		Name of School/ Nursery/ Childminder	
First Name – Surname (Child 3)		First Name – Surname (Child 4)	
Gender M/F <small>Delete</small>		Gender M/F <small>Delete</small>	
Child of: Adult1 <input type="checkbox"/>	Adult 2 <input type="checkbox"/>	Child of: Adult1 <input type="checkbox"/>	Adult 2 <input type="checkbox"/>
Name and address of other parent if not adult 1 or 2		Name and address of other parent if not adult 1 or 2	
Date of Birth		Date of Birth	
Birth Weight		Birth Weight	
Breastfed at Birth	Yes / No	Breastfed at Birth	Yes / No
Breastfed at 6 weeks	Yes / No	Breastfed at 6 weeks	Yes / No
Ethnic origin <small>insert code</small>		Ethnic origin <small>insert code</small>	
First language spoken		First language spoken	
Special need/disability/health need		Special need/disability/health need	
Name of School/ Nursery/ Childminder		Name of School/ Nursery/ Childminder	

Data Protection. The information I have given above will only be used by Sussex Community NHS Trust, West Sussex County Council Early Childhood Service and the other agencies that form part of the integrated children's workforce operating through your local Children and Family Centre. I have read and understood the leaflet which explains how the data will be used, and I further consent to receiving information about services relevant to my children and family.

Signature	Staff Signature & Role
Date	Date

Family registration – frequently asked questions

What do we do with the information we collect?

- We use it in an anonymous form to build up a picture of the local community and inform service planning.
- We use your address details to keep you updated with information about your local children and family centre and the services it offers.
- We provide information in an anonymous form to the government and other partner agencies helping them to build up a picture of local /national needs.
- As we are part of West Sussex County Council we may use your children's details to ensure that school admissions data is correct.

Why do you need to ask all these health questions?

- We are trying to build up information about the local community to enable us to decide what services we should be concentrating on providing.
- We know for example that higher rates of breastfeeding give children a healthier start in life which leads to better health in later life and even improved capacity to learn.

Do we share any detailed information?

- We would normally only share your personal information beyond your name and address with partner agencies to enable them to carry out the delivery of a service that you have chosen to access via the children and family centre.
- We may use the personal information to send mail outs to for example to all smokers signposting them to NHS stop smoking support.
- All computer records are kept in West Sussex County Council secure IT systems and are not accessed except by centre staff and database managers.
- We will need to share information if a child safeguarding issue arises.

Can I see what information you hold about me?

- Yes you can ask your local centre for a printout at any time.